

## APPLYING ONLINE HOMESTEAD DEDUCTIONS

1. Go to the website <https://www.hancockin.gov/> . Click on the “GIS mapping” tab at the top of the Homepage.
2. This will redirect you to a website called **Beacon**. Click on the “Real Estate Property Search” option located under *Navigate to...*
3. This is where you will perform a search to find your property. You may search by Name, Address, or Parcel Number. Then click “Search” to locate your property.
4. This will take you to your property summary page. Scroll to the very bottom of this page.
5. Find the link under “**Apply for Homestead Deduction**”. Click the link for the deduction.
6. While in the application, pay attention to the fields that have a **red asterisk (\*)** in them. These fields are required. The rest of the fields are not required.
- 7. Remember: You may not have all of the information requested on the form. That’s ok. Fill out what you can and use your mouse to sign the form. We will fill in the blanks when we receive it on our end.**
8. Complete the step-by-step, follow-along instructions in the yellow box at the top of the application. After you submit your form, you will immediately receive a receipt of your deduction in your email Inbox.

*If you need additional assistance please call the Auditor’s office 317-477-1105, Option #1.*